

To: Schmittziel, Paula[Schmittziel.Paula@epa.gov]
From: Jensen, Carol
Sent: Tue 8/25/2015 3:28:05 PM
Subject: RE: Travel vs Payroll Discrepancy for May 2015 (Schmittziel)

Hello Paula,

It is a payroll issue by my spreadsheet of accounting codes:

~~Upper AnimasL3R 2014 T 08L 303DD2 085MHR00~~
Upper AnimasL5R 2015 T 08L 303DD2 085MTA00

Whether it was you or Steve, someone instructed me to use the TA designation for Upper Animas. Also, according to the Dictionary of Action Codes that Steve gave me, HR is for headquarters use only.

Louise

+++++

Louise Jensen

jensen.carol@epa.gov 303-312-6756

Superfund Remedial FOIA Coordinator

*You can use failure as a resource to find
the edge of your capacities.* John Maxwell

From: Schmittdiel, Paula
Sent: Tuesday, August 25, 2015 9:11 AM
To: Jensen, Carol
Subject: FW: Travel vs Payroll Discrepancy for May 2015 (Schmittdiel)
Importance: High

Louise – I would say it is a Travel Accounting issue but can you check and clarify this. Payroll Accounting hasn't changed – that I know but part of this trip was to a conference. Thank you.

Paula Schmittdiel
Remedial Project Manager
U.S. Environmental Protection Agency
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From: Manlet, Nancy
Sent: Tuesday, August 25, 2015 6:55 AM
To: Schmittdiel, Paula
Cc: Wilborn, Kendra
Subject: Travel vs Payroll Discrepancy for May 2015 (Schmittdiel)
Importance: High

Paula,

The Region VIII Cost Recovery Program is implementing a monthly notification of payroll/ travel discrepancies. A discrepancy is identified when travel site project codes do not match payroll site project codes (OR) the site travel is indicated with no corresponding payroll site charges.

The following discrepancy was found: **We have attached travel and payroll information for your convenience.**

Traveler: SCHMITTDIEL, PAULA

Begin Travel Date: 05/26/2015

End Travel Date: 05/30/2015

Voucher Amount: \$127.96

Site	Site		Org
<u>PRC</u>	<u>Project</u>	<u>Amount</u>	<u>BBFY</u> <u>Code</u>
Travel Accounting Info: 085MTA00		2015	08LT000 303DD2
	\$127.96		

Payroll Accounting Info: 085MHR00		2015	08L	303DD2
	FY2015 Pay Period 18			

(ending 05/30/2015)

The employee needs to determine whether the Travel Accounting information or the Payroll Accounting Information is correct.

If the correction is needed in the Payroll Accounting Information, please contact Judy Hansen at 312-6417 for assistance.

If the correction is needed in the Travel Accounting Information, please contact your FCO (Kendra Wilborn at 312-6797).

Please make the appropriate corrections no later than **SEPTEMBER 15, 2015**, and notify me when corrective action has been completed.

Thanks in advance for your immediate attention to this matter and please don't hesitate to contact me if you have any questions or need additional assistance.

Nancy Manlet

U.S. EPA, R8, TMS

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